

City of Greenwood – Administrative Assistant

Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Department/Group:	Human Resources	Job Code:	
Location:	City Center 300 S Madison Avenue Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Director of Human Resources	Supervisor:	Director of Human Resources
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide essential support to the Human Resources Department including maintaining personnel files, benefit files, and medical files. Assist the Director of Human Resources with pre-employment drug screenings, workers compensation, and new hire reporting requirements. Perform general clerical tasks and additional support as requested.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Maintain employee personnel files by keeping folders updated as additional documents are filed. This includes separated, benefits, and medical files.
- Process all incoming phone calls and refer to appropriate person.
- Prepare outgoing and retrieve incoming mail.
- Prepare new hire, benefit packets, and reports as needed for the Department.
- Update City bulletin boards and create monthly Safety flyers.
- Maintain detailed spreadsheets including Employee rosters, Safety training and special events.
- Assist Director of Human Resources with pre-employment drug screens (non-DOT (saliva testing only). Training and certification of performing pre-employment drug screenings.
- Perform new hire orientations. Enter new hires in the City's HR/Payroll system.
- Add, change, and remove staff from Cityworks upon various employment events.
- E-Verify and Indiana New Hire online reporting.
- Assist Director of Human Resources with submittal of documents to workers compensation.
- Routinely execute all other clerical tasks as needed within Human Resources.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Computer and general clerical experience.
- **Skills and Abilities:** Ability to operate computer, telephone system and other office equipment. Must possess excellent communication skills. Must possess a valid Driver's License.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 20 pounds.

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By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: